

Departments of the Army and the Air Force  
National Guard Bureau  
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\*NGR 10-1

## Operations and Functions

### ORGANIZATION AND FEDERAL RECOGNITION OF ARMY NATIONAL GUARD UNITS

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By Order of the Secretaries of the Army and the Air Force:

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**History.** This printing publishes a revision of NGR 10-1.

**Summary.** This revision adds a Management Control Evaluation Checklist to the Federal Recognition process and ensures compliance with DoD Directive (DoDD) 1225.7 and DoD Instruction (DoDI) 1225.8. It also updates office symbols, acronyms and regulations.

**Applicability.** This regulation applies to the Army National Guard (ARNG).

**Proponent and exception authority.** The proponent of this regulation is the Chief, NGB-ARF. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

**Management Control Process.** This regulation is subject to the management control requirements of AR 11-2 (Management Control) and contains management control provisions, which provide a Management Control Checklist to evaluate management controls.

**Supplementation.** Supplementation of this regulation/instruction is prohibited without prior approval from the Chief, National Guard Bureau, ATTN: NGB-ARF, 111 South George Mason Drive, Arlington, VA 22204-1382.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Chief, National Guard Bureau, ATTN: NGB-ARF, 111 South George Mason Drive, Arlington, VA 22204-1382.

Distribution. B.

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#### *Table of Contents*

#### **Chapter 1**

##### **Introduction**

1-1. Purpose

1-2. References

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\*This regulation supersedes NGR 10-1, 19 May 2000

- 1-3. Explanation of abbreviations and terms
- 1-4. Responsibilities

## **Chapter 2**

### **Procedural Information**

- 2-1. General
- 2-2. Allotment of Units
- 2-3. Designation of Units
- 2-4. Unit Identification Codes
- 2-5. Types of UICs
- 2-6. Federal Recognition of Units
- 2-7. Authorization
- 2-8. Unit Standards
- 2-9. Determination of Unit Status
- 2-10. Units Failing to Maintain Unit Standards
- 2-11. Requests for Organization, Reorganization, Redesignation, Consolidation, and Conversion
- 2-12. Change of Station
- 2-13. Attachment of a Unit
- 2-14. Return of Army National Guard United States (ARNGUS) Units to State Control
- 2-15. Concept Plans
- 2-16. Force Management Division Planning Shell for Concept Plans
- 2-17. Multi Component Documentation

## **Appendix A**

### **References**

## **Appendix B**

### **Stationing Plans**

## **Appendix C**

### **Force Management Division Planning Shell**

## **Appendix D**

### **Management Control Evaluation Process**

## **Appendix E**

### **Unit Identification Code (UIC) Policy, Process, and Procedures**

## **Glossary**

## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This regulation prescribes policies and procedures for the organization, change of status, Federal Recognition, and minimum standards of Army National Guard (ARNG) units.

#### **1-2. References**

Required publications, related publications, prescribed forms and referenced forms are listed in Appendix A.

#### **1-3. Explanation of abbreviations and terms.**

Abbreviations and special terms used in this regulation are explained in the glossary.

#### **1-4. Responsibilities**

- a. The Chief, National Guard Bureau (CNGB) will establish policies and procedures for:

- (1) Organization
- (2) Change in status
- (3) Extending Federal Recognition
- (4) Withdrawal of Federal Recognition
- (5) Extending temporary Federal Recognition
- (6) Withdrawal of temporary Federal Recognition
- (7) Unit standards
- (8) OA

- b. The State Adjutant General (AG) will:

- (1) Prepare and submit concept plans.
- (2) Comply with DoDD 1225.7 and DoDI 1225.8, prior to stationing ARNG units. The State Adjutant General will review the manpower potential of the area, and if appropriate, prepare, sign, and submit the following demographics certification as required by DoDI 1225.8, Enclosure 6, paragraph E6.3.

“The Reserve manpower potential to meet and maintain authorized officer and enlisted strengths of all Reserve units in the areas where units are to be located has been reviewed, in accordance with the procedures described in DoDD 1225.7 and DoDI 1225.8. It has been determined, in coordination with the other Military Departments having Reserve units in the area, that the number of Reserve component units presently located in the area, and those units having been allocated to this area for future activation, is not, and shall not be larger than the number that reasonably may be maintained at authorized strength.”

(3) Submit a statement of adequacy, to meet and maintain authorized strengths, shall be included in the project justification for DD Forms 1390/91 (Military Construction) and also in Stationing Plans submitted to CNGB even if construction is not involved.

(4) Complete the procedures as required in Enclosures 1 through 6 of DoDI 1225.8. A statement from the State Adjutant General ensuring that Enclosures 1 through 6 have been complied with will be submitted as an enclosure to the stationing plan.

(5) Submit stationing plans for units requiring organization or change in status.

(6) Submit NGB Form 113 (Report of Inspection for Federal Recognition).

(7) Determine the unit's status regarding unit standards, and report units failing to maintain unit standards.

(8) Submit state plans on units returning from active federal service (if returning to a location other than from where they were originally located).

(9) Prepare and distribute permanent orders.

## **Chapter 2**

### **Procedural Information**

#### **2-1. General**

a. Equal Opportunity. In order for a unit to qualify for initial Federal Recognition or to maintain its federally recognized status, the enlistment and appointment of applicants, assignment, promotion, or other personnel actions affecting its soldiers shall be without regard to the race, color, religion, gender (except for assignment limitations prescribed by regulation) or national origin of the applicant or soldier.

#### **b. Organization of Units**

(1) Except as otherwise specifically provided, the organization of the ARNG and the composition of all its units shall be the same as that which is, or may hereafter be, prescribed for the Active Army, subject in time of peace to such general exceptions as may be authorized by the Secretary of the Army (Title 10 United States Code (USC) 10503 and Title 32 USC Section 104).

(2) Unless otherwise directed by CNGB, an entire MTOE or TDA unit will be organized within a community. When the community cannot support a complete unit, CNGB may consider a request for a subunit to be organized separately, creating a split unit within that state. All adjustments to strength elements of a split organization must be approved by the State AG and published in permanent orders. Two copies of Permanent Orders effecting initial and subsequent strength changes will be sent to NGB-ARF and United States Army Forces Command (FORSCOM) or overseas commander.

(3) Units split between states (e.g. an engineer company located in one state, with the balance of the battalion located in another state) must be fully justified, planned, staffed, coordinated and programmed. Each state is responsible to ensure that the unit is provided copies of the appropriate MTOE.

(4) Multiple Component Units (MCUs), split between components of the U.S. Army, must be nominated by DARNG, justified, planned, staffed, coordinated, and programmed in accordance with HQDA multiple component policy and appropriate regulations. Each state is responsible to ensure that the unit is provided copies of the appropriate MTOE.

## 2-2. Allotment of Units

- a. Allotment to a state comprises all units allocated to and accepted by the Governor of that state for organization under appropriate authorization documents.
- b. No change in the branch, organization, or allotment of a unit located entirely within a state may be made without the approval of the Governor of that state under Title 10 USC Section 18238, and Title 32 USC Section 104.
- c. An organization of the National Guard, the members of which having received compensation from the United States as members of the National Guard, may not be disbanded by the state without the consent of the President of the United States, or the Secretary of the Army acting for the President, under Title 32 USC, Section 104.

**2-3. Designation of Units** ARNG units will be designated in Organizational Authority (OA) letters issued by CNGB. These designations will conform to HQDA policy, procedures, and AR 220-5. Normally, the designation of TOE units will be prescribed by the unit designation appearing under the title of the appropriate MTOE. However, the official designation will be the designation contained in the OA directing the change in status of the unit.

- a. When further identification of the unit type is desirable, additional descriptive words may be added parenthetically as approved by HQDA. When the designation includes a parenthetical identification, that portion not in parenthesis is the official designation. Redesignation of a unit is not required where a change is made in the parenthetical identification. For example, 222<sup>nd</sup> Transportation Company (Lt Trk) to 222<sup>nd</sup> Transportation Company (Lt-Med Trk).
- b. Chief of Military History controls and issues all names and numbers used in ARNG unit designations. CNGB officially assigns numbers for units of the ARNG and prepares an OA.
- c. Units within parent regiments established under the US Army Regimental System (USARS) will have, within each parent regiment, a variable number of active units depending upon the Army Force Program. The regiment (except armored cavalry regiment) will be a family of units bearing the regimental name. Regimental designations are maintained primarily for historic and morale purposes. Except in the case of armored cavalry regiments, which contain a tactical regimental headquarters, units sharing the same regimental designation do not necessarily share a command or supply relationship. When there are no composite units of a USARS regiment in the ARNG troop structure, the regiment will be inactivated and returned to control of CNGB (NGB-PAI-H).

**2-4. Unit Identification Codes (UICs)** The UIC is a six-character alphanumeric code that uniquely identifies an organization (CJCSM 3150.02).

- a. The UIC consists of three data elements and is structured as follows:
  - (1) The first position indicates service designator. "W" is for all Army units.
  - (2) Positions 2, 3 & 4 equal parent organization designator.
  - (3) Positions 5 & 6 equal descriptive designator. These two positions further define or break out organizational elements belonging to that parent organization.
- b. The letters I or O are never used.

## 2-5. Types of Unit Identification Codes

a. Parent UIC. Each parent unit MTOE and TDA will be assigned a unique UIC. The recording of an MOTE and a TDA unit on the same authorization document is prohibited. A numbered organization of battalion or equivalent level, or a company, battery, troop, or detachment that is not an organic element of a battalion or other parent organization. Will always end with AA.

b. Derivative UIC. Used to identify organic elements of an organizational element that is expressed in the organization structure or identifies a functional subordinate element of an organization. The first four characters of a derivative UIC must be the same as those of the parent UIC from which the organization was derived. Positions 5 and 6 will end with T0, T1, A0, A1, B0, B1, B2 etc.

c. Augmentation UIC. A nonstandard organization that augments an MTOE organization. A TDA augmentation to a parent MTOE will be documented with a derivative UIC of the parent unit such as WXXX99. Position 5 and 6 will end between 99 and 91.

d. Carrier UIC. A carrier UIC is assigned to provide a means to assign personnel to and account for equipment in a unit until activation. When the HQDA Unit Identification Code Information Officer (UICIO) assigns a UIC for unit activation, a carrier UIC is also assigned. Both UICs are registered in the Chairman, Joint Chiefs of Staff Global Status of Resources and Training System (GSORTS). Upon activation of the MTOE unit, the Major Army Command (MACOM) UICIO must delete the carrier UIC (AR 71-32).

(1) The carrier UIC provided by HQDA for an approved active army or reserve component MTOE unit activation will normally have an effective date (EDATE) 1 year before the documented unit EDATE. Personnel and equipment requisitions will cite the approved document as requisition authority and show the carrier UIC. On arrival at the location of the activating unit, personnel are assigned to and equipment is accounted for under the carrier UIC until the approved document's unit EDATE. The carrier UIC will be a two position code designed as "90" appearing in the fifth and sixth positions of the UIC code. If the proponent determines that the activation of the unit cannot be accommodated on the specified EDATE because of readiness considerations and a revised unit EDATE is approved by HQDA, the carrier UIC will continue in existence until the revised unit EDATE (AR 71-32).

(2) Reorganizations and conversions will not receive a carrier UIC. However, the authority and time periods for requisitioning personnel and equipment are the same as stated above for new activations (AR 71-32).

(3) A carrier UIC provides an organizational base for recruiting, transferring, and training of personnel assigned to the new unit within the guidelines established by NGB (AR 71-32).

(4) For equipment, submit requisitions per AR 700-120. (AR 71-32).

(5) Authorized by Deputy Chief of Staff for Operations (DCSOPS), it enables a parent organization to recruit and train people when the EDATE of the organization is more than one year out. The first four digits will be the same as the parent UIC; positions 5 and 6 will always be 90.

e. Notional UIC. Assigned by DA, and used to track a planned unit prior to the assignment of a parent UIC. It begins with a G and then five numbers (i.e. G12345).

f. Multiple Component Unit UIC. The first four characters of the UIC must be the same as those of the parent UIC. The second position of the UIC will be N, denoting multiple component, regardless of the parent being Army, Army National Guard, or Army Reserve. If the fifth position of the UIC is G, it is designating an ARNG element of a unit.

g. Mobilization UIC. UICs that are created for mobilization purposes are created and managed in the NGB Readiness Division (NGB-ARR).

h. Stock Record, Property Book, or Maintenance Account, Task Force/Exercise UICs. A suborganization UIC used to identify a stock record, property book, or maintenance account by using the appropriate logistics indicator code (LIC). Additional records of this type that need to be uniquely identified will be assigned a derivative UIC for the organization. The UIC will be the same first four digits as the STARC; the last two digits will be between 01 through 89. NGB Logistics Division (NGB-ARL) will authorize the property book or maintenance account UICs, and NGB-ARF will provide the next available UIC(s) (NGR 600-200).

## 2-6. Federal Recognition of Units

a. Extending Federal Recognition (Title 10 USC, Section 10503, and Title 32 USC, Section 105). CNGB, acting for the Secretary of the Army, will extend Federal Recognition to a unit based on a favorable NGB Form 113. If the inspection is conducted prior to the date of organization, then the date of organization becomes the date of Federal Recognition. Requests for Federal Recognition must refer to the OA number for the unit. Federal Recognition must be accomplished within 6 months of the date of organization. Failure to conduct the Federal Recognition inspection within this time period may result in the withdrawal of the allotment of the unit to the state.

b. Inspection Criteria. Inspections will include, but will not be limited to the following:

- (1) The unit's having been allocated and authorized to be organized.
- (2) The unit's having been organized in accordance with appropriate authorization documents – MTOE/TDA.
- (3) The unit's having attained an assigned strength of 25 percent of MTOE/TDA authorized strength of officers and warrant officers combined and 10 percent of MTOE/TDA authorized strength of enlisted personnel. Exceptions include:
  - (a) Units with ten or more aviator positions in the MTOE/TDA authorized strength column must have attained an assigned strength of 15 percent of all officers and warrant officers combined.
  - (b) For medical units, Army Medical Department personnel (except Medical Service Corps) will be excluded in computing strength requirements.
- (4) Members of the unit having been enlisted or appointed and assigned without regard to race, color, religion, gender, or national origin, and otherwise qualified in accordance with appropriate NGRs.
- (5) All individual personnel records being complete and available.
- (6) Storage facilities for federal property having been provided in a secure supply room or strong room vault (arms room) (the Construction and Facilities Management Officer or a qualified state engineer must certify that weapons, ammunition, and explosive storage room, building, or area meets the minimum required physical security standards in AR 190-11.
- (7) An adequate armory facility having been provided, which is suitable for at least temporary occupancy.
- (8) The community favoring organization and maintenance of the unit.

c. Procedures to Obtain Federal Recognition as an ARNG unit.

(1) Upon determination that the requirements for Federal Recognition can be met, the State AG requests the Senior Army Advisor to inspect the unit. If there is no Senior Army Advisor, the StateAG may request an

officer on active (Title 10) serving as the State Inspector General, or a State Inspector General as a Title 10 AGR to inspect the unit (Title 10 USC 12314).

(2) The Senior Army Advisor inspects the designated unit and submits NGB Form 113 to the StateAG. The Senior Army Advisor may delegate federal inspection responsibility to a commissioned officer assigned to his/her staff.

(3) The completed NGB Form 113 is endorsed by the StateAG and forwarded to CNGB, ATTN: NGB-ARF-T.

(4) CNGB, upon approving NGB Form 113, extends Federal Recognition to the unit. OA granting Federal Recognition will be forwarded to the StateAG, FORSCOM, and Continental United States (CONUSA) or overseas commanders concerned.

d. Date of Federal Recognition.

(1) The date on which the unit was inspected and found satisfactory is the date of Federal Recognition, or the date of organization will become the date of Federal Recognition if the inspection was conducted prior to the unit organization date.

(2) When there is a change of station, Federal Recognition remains with the unit if 50 percent or more of its personnel move with the unit. If over 50 percent of assigned personnel move with the unit and is substantiated by submission of DA Form 1379 (U.S. Army Reserve Components Unit Record of Reserve Training), Federal Recognition will remain with the unit regardless of distance moved. In addition, the lineage and honors associated with a unit will not be lost if over 50 percent of assigned personnel move with the unit.

(3) Upon reorganization, redesignation, or conversion, Federal Recognition remains with the unit.

(4) Upon consolidation of two or more units, the date of Federal Recognition will be the date of the unit that was first extended Federal Recognition.

e. Withdrawal of Federal Recognition.

(1) CNGB, acting for the Secretary of the Army, may withdraw Federal Recognition from a unit that fails to maintain the policies prescribed by law (Title 10 USC, Section 10503, and Title 32 USC, Section 108).

(2) When Federal Recognition is withdrawn from a unit, the personnel shall be transferred to other federally recognized units, to the Inactive Army National Guard, or to the Individual Ready Reserve under provision of AR 135-91. Copies of state orders directing such action will be forwarded to the ARNG Personnel Division (NGB-ARH).

(3) States/territories requesting the withdrawal of Federal Recognition of a unit, and not consolidating it with another unit for lineage and honors purposes, will lose all lineage and honors connected with such a unit.

f. Temporary Federal Recognition. CNGB, acting for the Secretary of the Army, extends temporary Federal Recognition to a new unit that has been allotted to a state and to which a carrier UIC has been assigned in accordance with (IAW) AR 71-32. Temporary Federal Recognition will be extended for a specified period, normally not more than one year, but for however long a carrier UIC is in place. Extensions of temporary Federal Recognition beyond one year will be handled on an individual basis. Applicants may be recruited and enlisted or appointed for vacancies in a unit that has been extended temporary Federal Recognition. They are eligible to participate in training, in pay status, and are eligible for participation in the incentive bonus program (AR 135-7). If within the specified period of Temporary Federal Recognition the unit is not granted permanent Federal Recognition, the Temporary Federal Recognition will be withdrawn and unit members reassigned or separated, as appropriate.



## 2-7. Authorization

a. General. Section I of the MTOE/TDA states the mission and organization of each unit. Section II states the required and authorized strengths of the unit by grade and military occupational specialty (MOS). Section III states the required and authorized equipment levels. Section III's equipment supplement (TDA only) states the required and authorized supplement equipment levels for National Guard line item numbers (LINS).

b. Exceeding Authorizations.

(1) Personnel. The NGB strength policy is published annually by NGB-ARH. This policy is the basis for exceeding the strength contained in the authorized column of the MTOE/TDA. Additional temporary TDA positions may also be authorized by NGB to achieve specific NGB objectives. These policies will be stated separately.

(2) Equipment. Equipment will be requisitioned, maintained, and turned in IAW applicable policy. Requisitioning or maintaining other than the authorized quantities requires specific approval of NGB. Requisitions for equipment will be submitted no sooner than 365 days before the effective date of the unit's authorization document IAW AR 710-2.

c. Programmed Changes. Upon receipt of an MTOE/TDA to be implemented on a specific date (EDATE), the state and unit will plan the necessary changes to improve unit resources and training levels. If an early or delayed implementation date is required, a written request with full justification for an EDATE change must be submitted to NGB-ARF for approval by the Director of Force Programs, HQDA, IAW HQDA Command Plan Process and AR 71-32.

(1) Begin to recruit and train the personnel authorized by the new document up to one year before EDATE. For exceptionally long MOS-producing schools, NGB Training Division (NGB-ART) may authorize earlier recruitment and training.

(2) At the beginning of the period (365 days prior to EDATE) as authorized by AR 710-2, requisition new equipment authorizations, plan redistribution, or prepare to turn in equipment that will become excess.

(3) Unit Status Reporting (USR). In accordance with AR 220-1, units will report against a new MTOE/TDA on the EDATE of the document or before the EDATE if, in the opinion of the commander, the unit is more like the new MTOE/TDA than the old and reporting early will not degrade the unit's overall level. The state must submit a written request to NGB-ARR-R to report readiness against a future MTOE prior to submission of the record USR. Early implementation requires written approval from NGB-ARF and HQDA.

(4) When the authorized strength of a unit is changed by the MTOE/TDA, assigned personnel no longer authorized may be retained for 1 year past the EDATE. Every effort must be made to retain or reassign personnel into authorized positions (NGR 600-200).

## 2-8. Unit Standards

a. General. Units will be manned, equipped, and trained to accomplish their assigned mission.

b. Reporting Units. It is NGB's goal that all units have a unit status reporting numerical C-level under AR 220-1, equal to the authorized level of organization (ALO) of the unit. As a minimum, all MTOE units organized at ALO 3 or higher and TDA units reporting under AR 220-1 must achieve and maintain a unit resource level of C-3 by comparing each of the personnel, equipment, and training resource areas to MTOE requirements.

c. Nonreporting Units. For TDA units not reporting under AR 220-1, there are no minimum standards. The unit should be manned and equipped with the minimum personnel and equipment required to accomplish its

mission. Send requests to NGB-ARF to reduce the authorized personnel and equipment if they exceed the minimum required.

d. Newly Organized or Converted Units. Units not given C-5 reporting authority must meet the C-3 level standard. Units given C-5 reporting authority will specify the milestones needed to achieve a C-3 level. These milestones must meet or exceed the following criteria unless other guidance is provided by NGB.

(1) Within 20 percent of the requirements for C-3 resource level by the end of the first year.

(2) Within 10 percent of the requirements for C-3 resource level by the end of the second year.

(3) By the end of the third year, MTOE units organized at ALO 3 or higher and TDA units reporting under AR 220-1 must achieve and maintain a unit resource level of C-3.

## **2-9. Determination of Unit Status**

The unit standards specified in paragraph 2-8 will be implemented using unit status reports. The StateAG is responsible for reporting the status of units IAW AR 220-1.

## **2-10. Units Failing to Maintain Unit Standards**

a. When it is determined that a unit does not meet the standards specified in paragraph 11, the StateAG will take the following action:

(1) For those units that meet or exceed minimum standards, but fail to achieve the NGB goal, the StateAG will take appropriate action, through the state readiness committee, to establish milestones as necessary for the unit to meet its goal. NGB-ARR may request reasons for low status level and/or actions being taken on a case-by-case basis.

(2) For those units failing to meet minimum standards specified in paragraph 2-8, the StateAG, through the state readiness committee, will prepare and implement a corrective action plan detailing the steps and milestones required for the unit to meet minimum standards. In accordance with AR 220-1, milestone reports for each unit will be forwarded to NGB-ARR within 60 days of entering C-4 status or upon request from NGB-ARR. This indicates the unit is failing to meet the minimum standards in any one of the resource areas measured in the Unit Status Report.

b. When it is determined that a unit is deficient in achieving or maintaining the minimum standards, CNGB may take the following actions:

(1) Upon receipt of the corrective action plan on a specific unit, recommend and/or direct that additional steps be taken.

(2) If a unit has been deficient in any one resource area for a period of at least two years, a letter of deficiency may be issued. The letter of deficiency will be sent to the AG of the state concerned. The letter will include:

(a) Each area of deficiency

(b) Minimum actions to be accomplished

(c) Possible action if deficiency is not corrected.

(3) When a unit has been deficient in any one resource area for two years or more when, in the opinion of CNGB, the unit will not meet minimum standards within an acceptable period of time, a letter notifying units of deficiencies and possible probation may be issued. These letters will serve as formal notification that if satisfactory

improvement is not achieved within a one-year period from the time of the letter, withdrawal of Federal Recognition may occur. This letter will include the following:

- (a) Resource areas that unit has not attained or maintained at an appropriate level.
  - (b) Minimum actions to be accomplished and specific milestones.
  - (c) Possible action to be taken if satisfactory improvement is not accomplished.
- c. As a minimum, the StateAG will take the following actions:
- (1) Upon receipt of the notice citing deficiency, forward CNGB within time specified by NGB-ARR the following:
    - (a) Corrective action plan to include steps being taken to implement any recommendation and directives outlined in that letter.
    - (b) Recommend actions that NGB can take to assist the state in achieving the minimum standards.
  - (2) Upon receipt of the letter of probation, forward to CNGB within time specified by NGB-ARR the following:
    - (a) Specific recommendations as to the unit's future.
    - (b) If a unit is to be retained, outline all actions underway or planned, including milestones that ensure the unit meets minimum standards.
    - (c) If unit is not to be retained
      - aa. Recommend replacement units that could achieve minimum standards within 3 years.
      - bb. Detail specific impact on assigned personnel, authorized equipment, armory, and full-time manning if Federal Recognition is withdrawn.
      - cc. Recommend date for proposed change. **Formatting?**

## **2-11. Requests for Organization, Reorganization, Redesignation, Consolidation, Conversion and Withdrawal of Federal Recognition**

a. Specific approval must be obtained from the Secretary of the Army, through the CNGB, for the organization, reorganization, redesignation, consolidation, conversion, and withdrawal of Federal Recognition of ARNG units. The following information is required for the above actions:

- (1) Approval of the Governor.
- (2) Stationing plan to include nine digit ZIP codes, street addresses, Congressional districts, and installation numbers. For format see samples in Appendix B.
- (3) Incremental cost impacts identified to appropriations accounting classification code (armories, mobilization and training equipment site, unit training equipment site, and service schools).
- (4) Impact on unit resources and training levels (time to meet unit resources and training objectives, MOS mismatch).

(5) Impact on training (special unit training, new or different training areas/weekend training site or ranges).

(6) Impact on full-time support (increase, decrease, relocation).

(7) Impact on personnel (demographic analysis).

(8) Impact on logistics (redistribution actions).

(9) The Construction and Facilities Management Officer or a qualified state engineer must certify the adequacy of the facility at the proposed new site of the unit concerned based on their inspection of the facility and the criteria outlined in AR 190-11 and NG PAM 415-12. A statement to this effect and data required for inclusion in the state's Facilities Inventory and Stationing Plan (FISP) must accompany the request for organization or relocation.

(10) Impact/change to state maintenance plan.

(11) Environmental documentation must comply with the National Environmental Policy Act (NEPA) and its implementing regulation (AR 200-2). Review of the document and consultation with the State Environmental Specialist will provide guidance in determining the degree of documentation required. Depending on the nature of the action and the potential environmental effects, a Record of Environmental Consideration (REC), Environmental Assessment (EA) or an Environmental Impact Statement (EIS) must be prepared. Review and approval can be a lengthy process and should be planned accordingly. The proponent of an activity is responsible for ensuring that all proper environmental documentation, to include documentation funding, is completed. The environmental process must address the cumulative environmental consequences of concurrent stationing actions that impact on the same installation or activity.

(12) Effective date of Stationing Plans. Stationing plans should be submitted once a unit has a DA approved authorization document (MTOE/TDA), or at least 12 months prior to the effective date (EDATE) of the approved document. The EDATE of the stationing plan must match the EDATE on the DA approved authorization document (MTOE/TDA). Requests for changes to EDATES (to include EDATE changes within the fiscal year) must be submitted by separate memorandum to HQDA through the appropriate NGB SRC Organizational Integrator. Requests not requiring an authorization document should be received by this office a minimum of 120 days in advance of the requested EDATE. Units that require a concept plan must comply with EDATE requirements as reflected in paragraph 2-15.

(13) A statement is now required effectively saying "Minutes of the Joint Service Reserve Component Facilities Board, per DoDD 1225.7 and DoDI 1225.8, are available for review."

(14) A carrier UIC will be issued for newly organized units.

b. The effective date of a unit's force structure action is the date indicated in the OA. The effective date of a unit's MTOE/TDA document is shown on the document. The effective date for unit activations/inactivations needs to reflect the programmed date in the Structure of Manpower Allocation System (SAMAS) database.

c. One copy of Permanent Orders, reflecting the OA number and directing above actions, will be furnished to NGB-ARF-T and appropriate CONUSA or overseas commander.

## **2-12. Change of Station**

a. A change of the actual physical location (to include changes in street address without a physical move) of any federally recognized unit must be authorized by CNGB before the initiation of any unit or detachment element movement. To effect a change of station the StateAG will submit a stationing plan to the CNGB that will include, but not limited to, the following information, using the format shown below:

UNIT <u>DESIGNATION</u>	FORMER <u>STATION</u>	NEW <u>STATION</u>
Name of unit	Street address	Street address
Federal Recognition Date	City, State	City, State
UIC	9 digit ZIP Code	9 digit ZIP Code
	Installation Number	Installation Number
	Congressional district	Congressional district

- (1) Reasons for desired change.
- (2) Distance involved and percentage of personnel moving with the unit (reference paragraph 9d(2)).
- (3) Impact on full-time support (increase, decrease, relocation).
- (4) Impact on training and resource levels of unit(s).
- (5) Impact on requirements for service school training.
- (6) Summary of personnel and equipment action necessitated by the proposed change of station.
- (7) Summary of changes in facility occupancy.
- (8) Impact/change to state maintenance plan.
- (9) Incremental cost impact(s) identified to appropriations accounting classification code.
- (10) Effective date of change.
- (11) Approval of the Governor

b. The Construction and Facilities Management Officer, or a qualified state engineer, must certify the adequacy of the armory facility at the proposed new site of the unit concerned based in their inspection of the new facility and the criteria outlined in AR 190-11 and NG PAM 415-12. A statement to this effect and data required for inclusion into the state's FISP must accompany the request for change of station.

c. If a newly constructed armory has been federally inspected, the requirements in b above will not apply; however, a statement to that effect and data required for inclusion into the FISP must be included with the request for change of station.

d. See paragraph 2-11a(11) above for environmental impact issues.

e. To effect a change of station of aviation units, the state authority will submit a concept plan IAW AR 71-32 to CNGB, ATTN: NGB-AVN, with a copy to NGB-ARF-F. The plan should include proposals for any new or temporary aviation support facilities associated with the change of station.

f. Units that are being relocated to an Active Army installation need to submit a 5-10 package to HQDA (DAMO-FMP) per AR 5-10 (Stationing), through NGB-ARF-T.

**2-13. Attachment of a Unit** A unit or part of a unit may be attached to another unit of the same state for administration, training, and operation. Unless the attachment order contains specific provisions to the contrary, such attachment will imply full responsibility for the attached unit's administration, training, and operation by the unit to which attached. The parent unit will retain responsibility in matters relating to the transfer, promotion, and demotion of personnel of the attached unit.

**2-14. Return of ARNGUS Units to State Control** Unit(s) returning from mobilization status to locations other than where they were originally located are required to provide a stationing plan to effect the change of station. (See paragraph 2-12.)

**2-15. Concept Plans**

a. Newly formed organizations and reorganizations may require a concept plan approval prior to preparation of authorization documents. Criteria for preparation and submission of concept plans are provided in AR 71-32.

b. A concept plan is a detailed proposal to create a new MTOE/TDA unit. Even though a state is directed by HQDA to create or reorganize a unit or gains approval from HQDA of a proposal for a new or changed unit, the state is not relieved of the requirement to submit a concept plan. The purpose of the concept plan is to fully detail how the state will implement an action.

c. Approved concept plans will have a programmed EDATE in accordance with the HQDA Command Plan Process.

**2-16. Force Management Division Planning Shell for Concept Plans** Newly formed organizations and reorganizations may require identifying specific criteria used to analyze unit-stationing proposals using the NGB-ARF Planning Shell (Appendix C).

**2-17. Multiple Component Documentation** The information listed below is an extract from HQDA LTR 220-01-1. Subject: Army Policies and Procedures for Establishing Multiple Component Modification Table of Organization and Equipment (MTOE) and Augmentation Tables of Distribution (AUG TDAs) Units, dtd 27 July 2001, expires 27 July 2003. Upon expiration MCU policy and procedures will be integrated within applicable Army Regulations (AR 71-32, AR 27-10, AR 220-1).

a. Objective: To resource MTOE units with manpower, equipment, and funding from more than one component. To enhance Total Force integration; to improve the resource and readiness posture of Army units; to optimize unique capabilities of each component; to improve documentation.

b. Policies.

(1) Funding. The unit commander will manage funds required for organizational training and sustainment.

(2) Personnel.

(a) All processes will remain component specific. Prior to processing, however, the action will be forwarded to the unit commander for review or approval.

(b) Existing laws and regulations remain the same for utilization of full-time support personnel.

(3) Logistics. Property accountability will be situation dependent.

(4) Authorization Documents (MTOE, TDA and Augmentation TDA). Doctrinal requirements will not be changed when establishing a multi component unit. TAA and Command Plan processes will determine component mix.

(5) Training. Each component will assign MOS and branch qualified personnel to the unit.

(6) Mobilization. Multiple Component Units will train and prepare for deployment as a unit.

(7) Unit Status Reporting. Procedures for submitting required USR data will be performed IAW AR 220-1. ARNG elements will submit reports to their TAG XX, with copies to the Multiple Component Unit commander, and to NGB as directed by NGB-ARR.

**Appendix A**  
**References**

**Section I**  
**Required Publications**

**AR 5-10**  
Stationing

**AR 11-2**  
Management Controls

**AR 27-10**  
Military Justice

**AR 71-32**  
Force Development and Documentation – Consolidated Policies

**AR 135-7**  
Incentive Programs

**AR 135-91**  
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures.

**AR 190-11**  
Physical Security of Arms, Ammunition, and Explosives

**AR 200-2**  
Environmental Effects of Army Actions

**AR 220-1**  
Unit Status Reporting

**AR 220-5**  
Designation, Classification, and Change in Status of Units

**AR 710-2**  
Inventory Management Supply Policy Below the Wholesale Level

**CJCSM 3150.02**  
Joint Reporting Structure, Status of Resources and Training System

**DoDD 1225.6**  
Equipping the Reserve Forces

**DoDD 1225.7**  
Reserve Component Facilities Programs and Unit Stationing

**DoDI 1225.8**  
Programs and Procedures for Reserve Component Facilities and Unit Stationing

**NGB Pam 415-12**  
Interim Design Guide, ARNG Facilities Design/Construction Criteria



**NGR 600-200**

Enlisted Personnel Management

**Section II**

**Related Publications**

**AR 11-2**

Management Controls

**NGR 870-5**

Army National Guard Lineage and Honors

Title 10, United States Code, Section 12310

Title 32, United States Code, Sections 104, 105, 108

**Section III**

**Prescribed Forms**

**DA Form 11-2R**

Management Control Evaluation Certification Statement

**DA Form 1379**

Unit Record of Reserve Training

**NGB Form 113**

Report of Inspection for Federal Recognition

**Section IV**

**Referenced Forms**

**DA Form 1379**

Unit Record of Reserve Training

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DD Form 1390/91**

Military Construction Program

## Appendix B Stationing Plans

### B-1. Format

Stationing plans will be included with requests for unit changes and formatted as follows:

a. Under the provisions of Title 32, United States Code, Section 104, request the troop allotment to (STATE) be changed as indicated below, effective (DATE).

<u>Addition(s)</u>	<u>Deletions</u>
Unit (parent)	Unit (parent)
Parent Organization	Parent Organization
Division (if applicable)	Division (if applicable)
MTOE	MTOE
UIC	UIC

#### NOTES:

ADDITIONS – New units to the state at the parent (AA) level.

DELETIONS – Units eliminated from the state at the parent (AA) level.

b. When paragraph B-1 a. is not required, the following section will begin with the statement:  
The state of (STATE) requests authority to organize, reorganize, redesignate, consolidate, and convert (as applicable) the following unit(s):

<u>NEW UNIT</u>	<u>OLD UNIT</u>	<u>STRENGTH</u>		<u>ACTION*</u>
		<u>REQUIRED</u>	<u>AUTHORIZED</u>	
Unit	Unit	<u>OFF/WO/ENL</u>	<u>OFF/WO/ENL</u>	
MTOE	MTOE			
EDATE	EDATE			
STREET ADDRESS	STREET ADDRESS			
CITY, STATE	CITY, STATE			
ZIP Code +4	ZIP Code +4			
F/R Date	F/R Date			
Installation Number	Installation Number			
Congressional district	Congressional district			
UIC	UIC			

\* See glossary for definition of terms.

c. Subject request must also include any separate TDA augmentation that directly supports MTOE units (i.e. CSMS, MATES, AASF). The augmentation TDA may require a new UIC.

### B-2. Exceptions

NGB will not issue OA letters for MTOE/TDA documents that are updates to existing documents unless the change(s) involves reorganizing, redesignating, consolidating, or converting the unit.

## **Appendix C**

### **Force Management Division Planning Shell**

#### **C-1. Description of Action (NGB-ARF)**

- a. Unit Identification.
  - (1) Abbreviated name (A-name)/US Army Regimental System (USARS) designation:
  - (2) UIC
- b. Type action:
- c. EDATE/start fielding:
- d. Programmed location:
- e. Origin of action.

#### **C-2. Organization**

- a. Documentation (NGB-ARF)
  - (1) SRC:
  - (2) BOIPS (NGB-ARL):
  - (3) MTOE:
  - (4) ALO (NGB-ARL/NGB-ARH/NGB-ARR):
- b. Full-Time Support (NGB-ARM).
- c. Personnel (NGB-ARH)
  - (1) Authorized and structured strength (NGB-ARF)
  - (2) Recruiting (NGB-ARH)
  - (3) Reclassification (NGB-ARH/NGB-ARO)
  - (4) General Officer impact (GOMO)
- d. Stationing
- e. MDEP (NGB-ARA)

#### **C-3. Facilities (NGB-ARI)**

- a. Planning assumptions
- b. Training requirements
- c. Technical Requirements
- d. Maintenance facilities requirements
- e. Storage and security requirements
  - (1) Equipment storage – home station
  - (2) Storage at concentration sites
  - (3) Weapons security requirements
  - (4) Other special security requirements
- f. Facility safety requirements

#### **C-4. Environmental issues (NGB-ARE)**

Environmental impact

#### **C-5. Supply (NGB-ARL/NGB-ARF)**

- a. New tactical systems (Force Modernization Equipment)(NGB-ARF)
  - (1) Materiel Fielding Plan
  - (2) Distribution Plan
  - (3) Fielding Command
- b. Supply systems and accounts (NGB-ARL)
- c. Materiel support requirements (NGB-ARL)
- d. Associated support items of equipment (NGB-ARL/NGB-ARF)
- e. Displaced equipment redistribution (NGB-ARL)
- f. Major non-force modernization systems (NGB-ARL)
- g. Other

**C-6. Maintenance (NGB-ARL)**

- a. Initial
- b. Recurring
  - (1) Organizational
  - (2) DS
  - (3) GS
  - (4) Publications
  - (5) Support Relationships (Base Operations)

**C-7. Transportation**

- a. New systems and relocation
- b. Deprocessing and storage of new equipment
- c. Displaced systems and other requirements
- d. Planned transportation modes

**C-8. Training and Doctrine (NGB-ARO)**

- a. Training development
- b. Training strategy
- c. Individual training
  - (1) Reclassification
  - (2) Additional skill qualification training
- d. Collective training
- e. Training materials and simulation devices
- f. Doctrinal integration requirements
- g. Training ammunition requirements – initial and recurring
- h. Training facilities
  - (1) WETS
  - (2) Training centers
  - (3) Ranges
- i. Training publications
- j. New/displaced equipment training

**C-9. Resourcing (NGB-ARA/NGB-ARM)**

- a. MDEP
- b. Full-Time Support

**C-10. Readiness (NGB-ARR)**

- a. Date for change to C-5
- b. Objective date for C-3
- c. Monitoring procedures
- d. Major inhibitors

**C-11. Other requirements**

Approval of the State Adjutant General (cover letter with TAG signature)

**Appendix D****Management Control Evaluation Checklist****D-1. Function**

The functions covered by this checklist is the administration of the management control process.

**D-2. Purpose**

The purpose of this checklist is to assist assessable unit managers and Management Control Administrators (MCAs) in evaluating the key management controls outlined below. It is not intended to cover all controls.

**D-3. Instructions**

Answers must be based on the actual testing of key management control (e.g., document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

**D-4. Test Questions****a. Federal Recognition**

(1) The key management control for unit Federal Recognition as established in NGR 10-1. Unit Federal Recognition is required by Title 10, United States Code, Armed Forces. The Federal Recognition as prescribed on NGB Form 113. Federal Recognition inspection shall be completed no later than six months after the EDATE for the new organization. The inspection shall be completed by the Senior Army Advisor or a commissioned officer of his/her staff.

(2) Test questions related to unit Federal Recognition:

(a) Is the required regulation on hand and current? (NGR 10-1)

(b) Has a unit Federal Recognition Inspection been completed within the timeline for each unit inspection? (Not later than six months after EDATE.)

(c) Has the required NGB Form 113 been completed for each unit based on the results of the Federal Recognition inspection?

(d) Have the NGB Forms 113 been submitted to NGB-ARF for issuance of OA and a Federal Recognition Certificate?

(e) Have OA and Federal Recognition Certificates been received for each NGB Form 113 submitted?

**b. Joint Service Reserve Component Facilities Board.** The key management control for the Minutes of the Joint Service Reserve Component Facilities Board as established in DoDD 1225.7, DoDI 1225.8, AR 5-10, and NGR 10-1 shall be used before stationing decisions are finalized. Coordination with the Joint Services Reserve Component Facility Board is required for all actions for increases in Army National Guard requirements or any reserve component requirements in any local community. The coordination of all members of the Joint Service Reserve Component Facility Board will ensure that the manpower potential of local communities is adequate to meet and maintain the authorized strength of new and existing units. Test questions related to minutes of the Joint Service Reserve Component Facilities Board:

(1) Are the required directive and instruction on hand and current? (DoDD 1225.7, DoDI 1225.8, AR 5-10, and NGR 10-1)

(2) Has a manpower potential survey been performed for the proposed local community being considered for new or increased Army National Guard structure (DoDI 1225.8 Enclosure 6)?

(3) Has the proposed stationing action been coordinated with other members of the Joint Service Reserve Component Facility Board?

(4) Is there a copy of the minutes of the Joint Service Reserve Component Facilities Board meeting at which the proposed stationing action was coordinated?

(5) Has a copy of the minutes of the Joint Service Reserve Component Facilities Board or the manpower potential survey been submitted with the stationing plan submitted to NGB-ARF? Or, has a statement been incorporated into the stationing plan that the survey was completed and coordinated with the Joint Service Reserve Component Facility Board indicating that the results were favorable for placement of the ARNG unit(s) in specific location(s) and is available for review upon request?

**D-5. Supersession**

This checklist is new.

**D-6. Comments**

Help to make this a better tool for evaluating management controls. Submit comments to Chief, National Guard Bureau, ATTN: NGB-ARF, 111 South George Mason Drive, Arlington, VA 22204-1382.

**Appendix E**

Unit Identification Code (UIC) Policy, Processes, and Procedures.

**E-1. Purpose** This appendix prescribes policies, processes and procedures for requesting, processing, issuing and return of UICs.

**E-2. References** Required and related publications and forms are listed in Appendix A.

**E-3. Explanation of abbreviations and terms** Abbreviations and special terms used in this regulation are explained in the glossary.

**E-4. Responsibilities**

a. The Chief, Force Management Division will establish policies and procedures within the Force Management Division to:

- (1) Request UIC
- (2) Process UIC
- (3) Issue UIC
- (4) Return UIC

b. The State Adjutant General will:

(1) Provide the NGB-ARF Standard Requirement Code (SRC) Organizational Integrator (OI) three proposed Unit Designations. Numerical designations of like type units programmed for inactivation may be considered to be retained for the new unit.

(2) Provide the NGB-ARF SRC OI a proposed location in the following format: City\_\_\_\_\_, State\_\_\_\_\_, Zip Code\_\_\_\_\_.

c. The NGB-ARF SRC OI will:

- (1) Request notional UIC from the SRC OI at HQDA.
- (2) Coordinate with the appropriate State Mobilization Readiness Officer (MRO) or Force Integration and Readiness Officer (FIRO) to obtain three proposed unit designations and unit location.
- (3) Program notional UIC/Unit Location in the Structure & Manpower Allocation System (SAMAS) with the SRC OI at HQDA.
- (4) Program notional UIC/Unit Location in the ARNG Force Authorization System within RCAS.
- (5) Complete the Request for Assignment of Unit Identification Code.
- (6) Submit the Request for Assignment of UIC to the UIC Manager, NGB-ARF.
- (7) Maintain a file copy.
- (8) Provide guidance and coordination to the SRC Document Integrator at USAFMSA for authorization document.

- (9) Ensure correct UIC is on the HQDA approved document.
- d. UICManager, NGB-ARF.
  - (1) Process UIC request upon receipt from the NGB-ARF SRC OI.
  - (2) Coordinate with the Center for Military History.
  - (3) Submit UIC Request to HQDA (ATTN: DAMO-FDP)
  - (4) Track the request.
  - (5) Receive the UIC approval from HQDA.
  - (6) Issue approved UICs received from the HQDA UIC Manager to the NGB-ARF SRC OI, with copies to the NGB-ARF Command Plan Manager and the TAADS Administrator.
  - (7) Update the OA database.
  - (8) Submit the unit status changes to NGB-ARR for registration in GSORTS.

#### **E-5. Procedural Information**

- a. The ARNG is authorized force structure by HQDA.
- b. The Army uses the Total Army Analysis (TAA) process to determine force structure requirements and authorizations at organizational level of detail.
- c. Based on staff recommendations the ARNG leadership determines in which state to activate the new unit.
- d. Upon state acceptance, the NGB-ARF SRC OI will call the StateMRO and/or FIRO to obtain required information.
- e. The NGB-ARF SRC OI will complete the UIC request form.
- f. The NGB-ARF SRC OI will submit the UIC request to the UIC Manager in NGB-ARF.
- g. The NGB-ARF UIC Manager will coordinate the numeric designation UIC request with the Center for Military History (CMH).
  - (1) When a state designation is assigned, CMH will notify the NGB-ARF UIC Manager.
  - (2) If one of the three state designations is not accepted, the request is returned to the NGB-ARF UIC Manager and the process goes back to E-5 (d) above. (An initial attempt will be made by the UIC Manager to contact the StateFIRO/MRO.)
- h. The NGB-ARF UIC Manager forwards the UIC request to HQDA (ATTN: MOFI-ZC-SAM).
- i. The NGB-ARF UIC Manager monitors and tracks the UIC request. This enables the UIC Manager to provide status updates.
- j. The UIC request is processed and staffed at the HQDA level.



- k. Upon approval of the UIC request, HQDA will issue the UIC to the NGB-ARF UIC Manager.
- l. The NGB-ARF UIC Manager receives copies of the approved UIC, makes copies, and distributes to the NGB-ARF SRC OI, TAADS Administrator, and the Command Plan Manager.
- m. The NGB-ARF UIC Manager enters the HQDA approved UIC in the OA data base in RCAS and forwards to NGB-ARR for entry into JCS SORTS.
- n. The NGB-ARF SRC OI will at this time enter the UIC in the Force Authorization System in RCAS and delete the notional UIC from the Force Authorization System.
- o. The NGB ARF SRC OI will ensure the HQDA SRC OI adds the UIC to SAMAS and deletes the now replaced notional UIC from SAMAS.
- p. The NGB-ARF SRC OI will notify the SRC DI at USAFMSA for validation and entry in the documents.

#### **E-6. Multiple Year Carrier UIC**

Once the parent UIC and one year carrier UIC has been issued by HQDA, the following steps will be followed in order to obtain a multiple year carrier UIC:

- a. The state will provide a written justification for the multiple year carrier UIC.
- b. The NGB-ARF SRC OI will prepare an endorsement for the Chief, Force Management Division's signature.
- c. The draft endorsement will be staffed with all appropriate concerned NGB divisions, the NGB-ARF Command Plan Manager, and the NGB-ARF UIC Manager.
- d. The signed endorsement will be sent to DAMO-FDP for the Director, Force Programs approval.
- e. The HQDA NGB Command Manager will provide the NGB-ARF UIC Manager a copy of the signed memorandum approving the revised carrier UIC Edate.
- f. The NGB-ARF UIC Manager will then provide copies to the NGB-ARF SRC OI and the NGB-ARF Command Plan Manager.
- g. If the NGB-ARF SRC OI is notified first of the approval of a multiple year carrier, the SRC OI will provide the NGB-ARF UIC Manager a copy of the approval. The NGB-ARF UIC Manager will then provide a copy to the NGB-ARF Command Plan Manager.
- h. The NGB SRC OI will provide state notification in writing that the request was approved.

#### **E-7. Delayed or Accelerated UIC Edates**

HQDA must approve any delay or acceleration of Edates. If the action is within the same FY, the HQDA approval authority is Chief, FDP. If the action affects a separate FY, the Director, Force Programs is the required approval authority. The following steps will be followed in order to obtain delayed or accelerated Edates:

- a. If a state requests to delay or accelerate an edate, the state will provide a written justification to support the request.
- b. The NGB-ARF SRC OI will either prepare an endorsement to the state's request (or a memo if its an NGB request) for the Chief, Force Management Division's signature.

- c. The draft endorsement or memo will be staffed with all appropriate concerned NGB divisions, the NGB-ARF Command Plan Manager, and the NGB-ARF UIC Manager.
- d. The signed endorsement or memo will be sent to DAMO-FDP for either the Chief, FDP or Director, Force Programs approval.
- e. The HQDA NGB Command Manager will provide the NGB-ARF UIC Manager a copy of the signed memorandum approving the delay or acceleration of the Edate.
- f. The NGB-ARF UIC Manager will then provide copies to the NGB-ARF SRC OI, the NGB-ARF Command Plan Manager, and the NGB-ARF TAADS Manager.
- g. If the NGB-ARF SRC OI is notified first of the approval of the delay or acceleration, the SRC OI will provide the NGB-ARF UIC Manager a copy of the approval. The NGB-ARF UIC Manager will then provide copies to the NGB-ARF Command Manager and the NGB-ARF TAADS Manager.
- h. The NGB SRC OI will:
  - (1) Ensure that the approved change and other programmed actions affected by the approval are programmed correctly in the ARNG Force Authorization File.
  - (2) Ensure that the HQDA SRC OI programs the approved change and other programmed actions affected by the approval correctly in SAMAS.
  - (3) Ensure that the USAFMSA SRC documentor is notified of the approved delay or acceleration of Edate and makes all necessary documentation changes required by the approval.
  - (4) Ensure the state is notified in writing of the approved delay or acceleration of Edate.

#### **E-8. Return of UIC**

If a decision is made not to use a UIC that has been issued by the HQDA the NGB-ARF SRC OI will notify the NGB-ARF UIC Manager. The following events are required:

- a. The NGB-ARF UIC Manager returns the UIC to the UICIO at HQDA.
- b. The NGB-ARF SRC OI removes the UIC from the Force Authorization System.
- c. The NGB-ARF SRC OI requests the HQDA SRC OI to remove the UIC from SAMAS.
- d. The NGB ARF SRC OI requests the USAFMSA SRC documentor remove the UIC from documentation.

## **GLOSSARY**

### **Section I**

#### **Abbreviations**

##### **AAA**

Army Audit Agency

##### **AASF**

Army Aviation Support Facility

##### **AG**

Adjutant General

##### **ALO**

Authorized Level of Organization

##### **ARNG**

Army National Guard

##### **ASORTS**

Army Status of Resources and Training System

##### **BOIP**

Basis of Issue Plans

##### **CJCSM**

Chief, Joint Chief of Staff Memorandum

##### **CNGB**

Chief, National Guard Bureau

##### **CONUSA**

Continental US Army

##### **CSMS**

Combined Support Maintenance Shop

##### **DCSOPS**

Deputy Chief of Staff for Operations

##### **DoD**

Department of Defense

##### **DoDD**

Department of Defense Directive

##### **DoDI**

Department of Defense Instruction

##### **EA**

Environmental Assessment

**EDATE/Edate**

Effective Date

**EIS**

Environmental Impact Statement

**FISP**

Facilities Inventory and Stationing Plan

**FORSCOM**

US Army Forces Command

**GOMO**

General Officer Management Office

**HQDA**

Headquarters, Department of the Army

**INSNO**

Installation Number

**JCS**

Joint Chiefs of Staff

**JCS GSORTS**

Joint Chiefs of Staff Global Status of Resources and Training System

**MATES**

Maneuver and Training Equipment Site

**MOS**

Military Occupational Skill

**MTOE**

Modified Table of Organization & Equipment

**NEPA**

National Environmental Policy Act

**NGB**

National Guard Bureau

**NGB-ARC**

Comptroller Division

**NGB-ARE**

Environmental Programs Division

**NGB-ARF**

Force Management Division

**NGB-ARI**

Installations Division

**NGB-ARL**

Logistics Division

**NGB-ARM**

Full-Time Support Division

**NGB-ARR**

Readiness Division

**NGB-ARH**

Human Resources, Policy, and Programs Division

**OA**

Organizational Authority

**REC**

Record of Environmental Consideration

**SORTS**

Status of Resources and Training System

**SRC**

Standard Requirements Code

**TAA**

Total Army Analysis

**TDA**

Table of Distribution and Allowance

**UIC**

Unit Identification Code

**USARS**

US Army Regimental System

**WETS**

Weekend Training Site

**Section II**

**Terms**

**Authorized strength**

That portion of the required strength that can be supported by allocated spaces. Authorized strengths for ARNG units are prescribed in the approved MTOE/TDA documents published by NGB under the authorized strength column. For MTOE and TDAs, the authorized column depicts those resources applicable during peacetime operation as a result of budgetary constraints or manpower ceilings as directed by HQDA. Normally, the authorized column will not exceed the required column. When an exception is necessary, the reason must be completely justified.

**Change of status**

Upon request from the StateAG, or in order to implement the ARNG troop basis, CNGB may, IAW directions of the Secretary of the Army, authorize the organization of new units, or the conversion, consolidation, reorganization, redesignation, or change of station of existing units.

**Change of Station**

A change in the official location of a unit. The lineage of an ARNG unit is historically linked with that of a local geographical area and should not be physically transferred out of the local recruiting area except to enter the active federal service or when there is a physical change of station of a unit with its personnel.

**Consolidation**

The merging of two or more federally recognized units into a single federally recognized unit.

**Conversion**

The changing of a unit from one branch to another, for example from infantry to field artillery.

**Designation**

Normally, the designation of TOE units will be prescribed by the unit designation appearing under the title of the appropriate MTOE. However, the official designation will be the designation contained in the OA directing the change in status of the unit.

a. When further identification of the type unit is desirable, additional descriptive words may be added parenthetically as approved by HQDA. When the designation includes a parenthetical identification, that portion not in parenthesis is the official designation. Redesignation of a unit is not required where a change is made in the parenthetical identification. For example 222d Transportation Company (Lt Trk) to 222d Transportation Company (Lt-Med Trk).

b. Chief of Military History controls and issues all numbers used in ARNG unit designations. CNGB officially assigns numbers for units of the ARNG and prepares an OA.

c. Units within parent regiments established under the US Army Regimental System will have, within each parent regiment, a variable number of active units depending upon the Army Force Program. The regiment (except armored cavalry regiment) will be a family of units bearing the regimental name. When there are no composite units of a USARS regiment in the ARNG troop structure, the regiment will be inactivated and returned to control of CNGB (NGB-PAI-H).

**Effective date (EDATE)**

A six position numeric code that signifies the actual date that an authorization document is effective.

**Federal Recognition**

Federal Recognition is granted by the Secretary of the Army when a unit of the organized militia of a state, the Commonwealth of Puerto Rico, Guam, the Virgin Islands, the District of Columbia, or territories under US control, meets the qualifications prescribed for the organization and composition of the ARNG.

**Major Command**

The Active Army commander designated by HQDA as having mobilization command responsibility for ARNG units. The major commander may be the US Army Forces Command (FORSCOM) or overseas commander as designated by HQDA. FORSCOM may delegate this responsibility to Continental US Army (CONUSA) commanders.

**Management Control**

The rules, procedures, techniques and devices employed by managers to ensure that what should occur in their daily operations does occur on a continuing basis; a broad array of measures used by managers to provide reasonable assurance that their subordinates are performing as intended. Controls are designed to ensure organizational effectiveness and compliance with legal requirements and are the baseline requirement for management control evaluations.

**Organizational Authority**

The official document issued by NGB to authorize organization of a new unit, change of station, consolidation, conversion, redesignation, reorganization, or to grant or withdraw Federal Recognition.

**Organize**

The bringing of a unit into physical existence by commissioning, enlisting, or assigning personnel to obtain Federal Recognition.

**Parent organization/unit**

The complete structure of a military element prescribed by an MTOE/TDA.

**Redesignation**

The changing of the official and distinctive number or designation of a unit.

**Reorganization**

The changing from one type of unit to another within a branch, or the changing of personnel and equipment within a unit in accordance with new or revise authorization documents.

**Required (structured) strength**

Strength prescribed in HQDA approved MTOE and TDA documents published by NGB under required strength column. For MTOE, the required column (structured strength) is the level 1 personnel and equipment resources that should accompany an MTOE unit when deployed or committed to sustain combat. For TDAs, the required column (structured strength) is based upon the military and civilian spaces recognized by manpower and equipment surveys.

**Split organization/unit**

A part of a parent unit or subunit that is stationed at a location other than the main or headquarters portion of the unit. The designation of split units will include a description such as Detachment 1, Detachment 2, etc., to distinguish between the split organization and the main or headquarters portion of the unit.

**Section III****Special Terms**

This section contains no entries